



GREENSBORO PARKS & RECREATION DEPARTMENT



## CO-REC KICK BALL 2010

# Official Rules and By-Laws

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**Greensboro Parks & Recreation Department  
Co-Rec Kickball 2010**

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# CO-REC KICKBALL

## GREENSBORO PARKS & RECREATION DEPARTMENT

### LOCAL RULES AND BY-LAWS

#### PURPOSE

The purpose of the league is to provide an opportunity for men and women, ages 16 and older, to form teams and participate in an organized kickball program. The league will be governed by Greensboro Parks & Recreation by-laws outlined herein, providing fitness, fair play, and socialization.

#### PROGRAM OVERVIEW

##### Set-up and Entry Fee

The League Director is responsible for scheduling and overseeing all leagues. The League Director is the chief supervisor of all teams in the program and reserves the right to suspend any manager, coach, player or spectator who breaks any of the policies stated in these by-laws. The League Director will handle all protests and complaints regarding the kickball program. **Each Team Manager is required to attend an organizational meeting / clinic each season held by League Director and staff before they may participate in the league.**

The entry fee includes regular season games and post-season playoffs. The fee covers the cost of officials and post-season awards. All teams will receive a regulation-size practice kickball and a scorebook. *Entry fees will not be refunded after the season's game schedules have been made.*

##### Teams, Leagues, Divisions

Teams will be grouped into leagues and placed in the following divisions:

- Recreation League – Fun, non-competitive atmosphere.
- Competitive League – Serious, higher level of play.

##### Game Schedules

The season will consist of ten (10) regular season games and a post-season, single elimination tournament. The League Director will make all schedules. Games will be played as scheduled with the League Director reserving the right to make changes in exceptional cases. Final league assignments will be made by the League Director. Game locations will be based on field availability.

### **Game Start Time/Forfeits**

Teams must be able to field at least eight (8) players (4 male and 4 female) at game time or the game will be considered a forfeit. There is a five minute grace period for starting the first game. This will count into the 55 minute time limit. Forfeits may also occur due to the following reasons:

- A manager's failure to submit team line-up card when the referees calls for it.
- Any time a team's behavior becomes detrimental to the normal progress and conclusions of the game, or if a player is removed from the game but refuses to leave the area.

### **Game Time Limit**

All games will be limited to fifty-five (55) minutes of playing time or nine innings, whichever comes first. No new innings are to begin after 55 minutes of play has elapsed. For the purpose of clarification of the time limit rule, *a new inning starts as soon as the home team makes the third out.*

The plate referee's watch will be the official timepiece. Coaches should check with the referee before taking the field in order to know the correct amount of playing time.

## **RULES**

### **Rosters**

1. Each player must sign and complete a medical information form. The team manager must complete the roster form in a legible handwriting and submit to league office before deadline. Up to twenty-four (24) individuals are allowed on the team roster. Players are considered ineligible if they have not signed a medical release form prior to playing or practicing. **Note:** *Each team manger is strongly encouraged to collect a medical form from each player before allowing them to play or practice.*

***Medical forms are considered legal documents and will not be accepted as faxed, copied, or scanned to be sent by email.***

2. The manager of each team playing in the league must submit a team roster to the League Director *at least one week* prior to the first game of the season. Each team should have between twelve (12) and twenty-four (24) players on their roster. All teams must field at least four players of each sex for each game. It is recommended that a fairly equal number of men and women be assigned to the roster.

3. Roster additions will be allowed through the *Friday of the second week* of the regular season scheduled game. All additions must be approved in advance by the League Director. Requests for additions to a team roster after the end of the second week of games must be made in writing and will be considered only for the following reasons:

- a. Team has twelve (12) or fewer players available to play the remainder of the season.
- b. A player has sustained an injury that will render him/her unable to play for the remainder of the season.
- c. A player has moved or quits team by personal choice.
- d. If team drops below six (6) women or six (6) men.

Any player who is removed from the roster will be ineligible to return to the team during the season. *No roster changes are allowed for play-offs for any reason.*

4. Any player signing more than one team's roster will be suspended a minimum of one (1) year in accordance with the Athletics Suspension Policy (page 11). The second team he/she signed with will forfeit all games in which the illegal player participated. Any manager signing a medical form for a player will be suspended for one (1) year.
5. Any player playing under an assumed name will be suspended a minimum of one (1) year. Any manager who knowingly plays an illegal player will serve the same suspension as the player.

### **Release Agreements**

1. In order for a player to change teams, the player must obtain a release from the manager of the first team and *sign a new medical form* with the second team. Both must be completed and then approved by the League Director before the player is eligible to play for the new team. *If eligible, the League Director will add them to the new roster.*
2. There will be a \$10.00 fee for each release. Release fee must be submitted with the release form.
3. Any player who quits a team will not be eligible for membership on another team without a release.

## **PLAYING RULES**

### **Line-up Cards**

All teams must turn in a line-up to the scorekeeper when he/she calls for it prior to the start of the game. Players must be listed in the correct kicking order. Line up cards must contain the first and last names of the players and shirt numbers. Players listed on the front of a line-up card are considered starters and will be required to play defense and offense. *No nicknames are allowed. The Home Team score book will be considered the official score book and team captains are responsible for accuracy during the game.*

Substitutes must be listed on the back of the card. Only those substitutes listed on the back of the card will be allowed to play. Substitutes' numbers can be added to card when he/she arrives at or enters the game by notifying the official.

## **Uniforms/Attire and Equipment**

- All players on a team must have shirts of the same color with store-bought numbers affixed to the back. *Legal numbers are as follows: (1-99). Teams may not use ½ or decimals. Numbers must be at least 6 inches on back of shirt.*
- *Uniform shirts must be in compliance with rules by the first scheduled game. Shirt numbers must be submitted with roster located beside player's name.*
  - In the case where two or more players have the same numbered jerseys, only one player may play in the game on that night.
  - A player will **not** be allowed to play if his/her shirt is an odd or similar color. ***All uniforms shirts must be exactly the same color.***
  - Official shoes- metal or hard plastic cleats are not allowed. Turf and tennis shoes are highly recommended.
- The official game ball is an 8-1/2" playground ball, provided by Parks and Recreation. The same game ball is to be used during all games on a given night as specified by the official.
- Any player wearing jewelry during the course of the game assumes all risk. Dangling and large hoop ear rings will not be allowed. Necklaces must be tucked inside shirts. Parks and Recreation discourages players from wearing jewelry of any type as it may put a player at risk of injury.
- All uniforms and equipment are subject to the referees' approval.

## **Rules of Play**

1. A line-up card must be submitted when called for by the official. All players participating must be listed on their official team roster in accordance with the rules.
2. To start a game, teams must field at least eight (8) players and no more than fourteen (14). Games where a team is unable to field at least eight (8) players *at the scheduled starting time* will be considered a forfeit. Players 11-14 may be listed on the front of the line-up card and are considered "extra kickers," so long as there is an equal number of males and females listed. Players 15 and above must be added to the back of the line up card as substitutes when handing in the line up card. The kicking order must alternate male/female or female/male. *If a team has ten players present at game time they must play (10) players if they are equal in male/female.*
3. Because this is a co-ed league, at least four (4) males and four (4) females must play defense at all times. Up to five (5) males and five (5) females may play defense (including the pitcher and catcher/"bunting rover"). Each team having a male pitcher must have a female catcher; teams having a female pitcher must have a male catcher. Unless using nine (9) players, there must be an equal number of men and women in the infield and also in the outfield. *If playing (9) players listed on the front of the line-up card, all players must kick and the tenth position is considered an out. If a team has two outs a pitcher may not intentionally walk a kicker to get to an out and end the inning.*

4. The pitcher must pitch with at least one foot touching the pitching rubber and may not progress forward until after the player's (kickers) foot makes contact with the ball.

5. Two members of the kicking team must coach at first and third base. The base coaches assist in retrieving foul balls and may switch with other team members to remain in the proper kicking order.

**6. All players assume a 1 (ball) and 1 (strike) count upon preparing to kick.**

- A ball that bounces as it crosses into the batter's box (instead of rolling) or a ball that crosses outside of the 1' batter's box at any point will be considered "balls."
- A continuously rolling ball that crosses within 1' of home plate (inside the batter's box) is legal. A strike will be called on a player who fails to kick such a ball.
- A player may **not** stop the ball with their foot and then kick it. Such an action is considered a strike.
- In the case of kicking a foul ball – a third strike foul ball will be considered an out and base runners may not advance.
- If a team has (9) players, the tenth kicker position is considered an out when the tenth kicker comes up. If a team has 2 outs and the ninth kicker walks, the tenth position is skipped and the first position kicker may kick.
- ***There is NO infield fly ball. However, if a defensive player intentionally tries to drop a ball by the judgment of the official, the runner will be granted their base along with additional runners if they exist at the time.***

7. Bunting is allowed. The defensive team may allow their catcher to assume the position of "bunt catcher" along the 3<sup>rd</sup> base sideline. The bunt catcher may not cross the foul line until the ball has been touched and or kicked.

8. Three (3) outs constitute a complete inning. A kicker is out in the following situations:

- Thrown out at a base
- Tagged out by a player holding ball
- A kicked ball is caught in the air
- A kicker strikes out (***third strike foul is considered an out***)
- Force outs, or a ball tag on a base that a runner is forced to run to
- If he/she attempts to steal a base or lead off early
- If hit by a thrown ball in accordance with Rule #17

9. A ball is considered "dead," and no additional plays can be made, if:

- A thrown ball hits a player, thus rendering him/her out;  
***Note: If a thrown ball misses or hits a runner that is considered safe, runners may continue to advance until the official calls time.***
- The ball is in the possession (i.e., control) of the pitcher in the area around the pitcher's mound (the pitcher's circle).
- A foul ball on 3<sup>rd</sup> strike foul this is an automatic out. Players may not advance.

10. Once a ball is considered dead, all runners must stop at current base. If a player is more than halfway to the next base at the point at which the ball becomes “dead,” then he/she may proceed to the next base. If a player is not halfway to the next base, then he/she must return to the last base occupied. This will be based on the Officials’ judgment.

11. Leaving the base before the ball is thrown (leading) is not allowed. Stealing of bases is not allowed. *Players may advance in the case of a fly ball by tagging once the ball is touched.* (Exception: third strike foul is considered an out)

12. Fielders must stay out of the base line unless they are attempting to tag the runner or catch a kicked ball. If a fielder attempts to physically obstruct a runner from advancing, the runner may advance as many bases as they would have potentially earned had they been able to run unobstructed, based on the umpire’s judgment. The offending player will be ejected from the game and the rules pertaining to minor suspensions apply.

13. Outfielders must have both feet positioned in the grass (outfield) at the time the ball is pitched to the kicker. Infielders may not enter the designated area of the infield until after the kicker makes contact/touches the ball.

14. A player may re-enter the game two (2) times only. Players must re-enter in their original position in the kicking order.

15. All players are expected to be able to physically participate both on and off the field. With advance written approval of the League Director, courtesy runners (bench runners) may be allowed in the following cases:

- Due to advanced age
- Due to documented physical condition

In these cases, the team manager should show the official the written approval. Then, the intent to use a courtesy runner should be made as the kicker enters the batter’s box. The courtesy runner must be the same sex as the kicker *who made the last out*.

**Courtesy runners must start from the far side (3<sup>rd</sup> base side) of the batter’s box.**

16. All players must wear the same color jerseys. See “Uniforms” section for more information. ***Legal numbers are 1-99 and must be at least ‘6’ inches on back. Assigned uniform numbers must be submitted with roster before first game.***

17. Players may be hit by a ball thrown below the shoulders and thus considered out. However, if a ball is thrown with excessive force and hits a player hard, or if the ball is intentionally thrown at a player’s feet in such a manner as to trip him/her, the referee may opt not to record an out. If a player intentionally ducks so that the ball hits his/her head, the player is out.

18. Metal spikes or metal cleats are not allowed. Pomona field has a “Mondo” surface and it is highly recommended that players use turf or tennis shoes while playing.



19. The Defensive team may use their foot to stop a kicked ball but cannot kick the ball to advance for a play. Example: A kicked ball by offense goes to outfield, outfielder stops ball with foot, outfielder cannot advance ball back to infield by kicking it, must be thrown. Penalty: all base runners including kicker will be allowed to score.
20. Kicker must remain at the home plate area when kicking. *In the judgment of the official, a ball kicked in front of home plate will be considered a "strike" or an out if it's the third strike. However, a player's foot may continue through in front of the plate as long as the ball was struck behind or on top of the plate.*
21. ***ONLY team managers or assigned team managers may address the official during the game about a question pertaining to a rule, score, etc. and not judgment calls. All other team members will need to go through the assigned team managers if they have questions.***

## **GAMES POSTPONEMENT/CANCELLATION**

### **Rain Out Policy**

If it rains prior to 4:00 p.m., the decision to play or postpone games will be made by the Parks & Recreation Athletics Office. A message will be put on the Game Cancellation Phone Line – 373-2366 located at the top of your game schedule. When it rains after 4:00 p.m., the decision will be made by the officials after they arrive at the field. The following procedures will take effect:

*If the first game is delayed from starting on time a maximum 30 minute Rain Delay will go into effect. If the game can be started before the 30 minute Rain Delay expires, then the game will start at that point. It will end in accordance with the Time Limit Rule, as if it had started at the scheduled time.*

### **Shortened Games**

Any game interrupted, halted, or delayed due to injury, rain or dangerous weather conditions will count as a complete game if the home team has the lead after 5-1/2" innings or the visiting team has the lead after 6 innings. If the visiting team has scored more runs than the home team in the 6<sup>th</sup> or 7<sup>th</sup> and the home team have not had the opportunity to complete its turn at kicking, the game reverts back to the score at the end of the last completed inning. If the score was tied, the game stands as a tied game. If the minimum number of innings has not been played, the game will be a suspended game, and will be completed at a later date from the point of interruption if needed to determine the league championship. Suspended games will not be counted in team won-lost records. Referees must be sure to report suspended games so that they can be recorded as such.

## **Tie Games**

Extra innings will be played to break a tie if there is time remaining in the 55-minute time limit. The number of extra innings played will be determined by the time limit. Games that end in a tie after the 55-minute time limit will remain tie games. In play-offs, games cannot end in a tie.

## **PROTESTS AND COMPLAINTS**

### **Protests**

1. No protest will be considered if it is based solely on a decision involving the accuracy of judgment on the part of a referee. Examples of situations which **will not be considered** are:

- a. Ball and strikes: throw legal or illegal
- b. Safe and out
- c. Kicked ball: fair or foul
- d. Runner left too soon or missed base
- e. Ball caught or trapped
- f. Excessive force noted in Playing Rule #12.
- g. Any other matter upon which the referee's call is based on his/her judgment

2. Protests that **will be considered** may concern the following:

- a. Misinterpretation of a playing rule
- b. Failure of a referee to apply the correct rule to a given situation
- c. Failure of a referee to impose the correct penalty for a given violation
- d. Player eligibility

3. The protest must be lodged **before** the next kick (exception: player eligibility).

- a. The team manager notifies the referee that the game is being played under protest. The referee, in turn, will notify the opposing manager and the official scorekeeper.
- b. All interested parties should take notice of the conditions surrounding the making of the decision, which will aid in the correct determination of the issue.

4. No protest can be filed once the game is completed and both teams have left the field. (Exception: Player eligibility)

5. The protest must be written and submitted with a \$20.00 protest fee to the League Director by 5:00 p.m. on the next workday following the game in question. The written protest should contain the following information:

- a. Date, time and place of game
- b. Teams involved
- c. The rule under which the protest is made
- d. The decisions and conditions surrounding the decision
- e. All essential facts involved in the matter protested

6. If the protest is ruled valid, the \$20.00 fee will be returned and the game replayed from the point of protest. If the protest is ruled invalid, the fee is not refunded and the game stands as completed.
7. Any appeal of the protest ruling must be submitted in writing to the League Director within two (2) working days of the ruling with a non-refundable \$10.00 Appeal Fee.
8. The Kickball Task Force (that consist of Athletics staff and/or Athletics Advisory Board members) will hear the appeal, and their decision is rendered final.
9. A protest concerning Player Eligibility shall be handled in the same manner, and may be filed at any time during the course of the season.

### **Complaints**

Any manager or player who would like to file a letter of complaint stating causes and circumstances involving such incidents must do so within twenty-four (24) hours after occurrence. The League Director will handle all complaints and see that an investigation is made concerning the complaints. A report will be made within seven (7) days after the League Director receives such complaint and completes the investigation. Under no circumstances should a letter be written because of personality differences.

### **CONDUCT**

The Parks & Recreation Department strives to encourage good, clean competition and sportsmanship. All involved in the kickball program are expected to cooperate with referees, managers and Parks & Recreation personnel.

#### ***The following will not be allowed at any ball field:***

- Drinking of alcoholic beverages, use of illegal drugs, or use of tobacco products by any player, coach, spectator, or sponsor on school or city property. (practices or games)
- Abusive profanity
- Fighting
- Managers, players, coaches, or spectators confronting, threatening, or excessively arguing with any referee working their games, or approaching referees in a negative manner.
- Poor sportsmanship or “trash talking”
- Loud music in dugouts (determined by official at field)
- Dogs (animals / pets) Player **penalty** – suspended for present practice/game. Occurrence twice in one season, suspended for remainder of season.
- **Spectators** will be asked to leave the field area with their animals. They will not be allowed to place any animals in their cars anymore. Please alert family, friends, and visitors of the rule.

## **Casual Profanity Rule**

The use of profanity will result in teams suffering an out. If the offensive team uses profanity, the next person kicking will be declared out. If the defensive team commits the offense, the first person up in the next inning will be declared out. This rule exists to ensure a family-friendly atmosphere for all games. See suspensions in reference to rules for abusive or offensive profanity in official's judgment.

## **Suspension Policy**

The Suspension Policy is designed to define major and minor suspension periods and to outline the offenses for which one may be suspended from any or all activities programmed within the Greensboro Parks & Recreation Department/Athletics Division.

In order to ensure the safety and rights of program participants, coaches, managers, players, officials and Parks & Recreation Staff, the following Suspension Policy has been initiated for all sports programs:

*The Suspension Policy is defined as disciplinary action taken by the Parks & Recreation Department towards individual(s) or team(s) that violates the Program Rules and By-Laws or directives given by officials or Parks & Recreation staff. Suspension prohibits offender(s) from participating in activities in any way or acting as a spectator for a designated period of time or number of games.*

**Minor Suspension** *is a short-term suspension from a given sport. Minor suspensions constitute dismissal from one or two games in all sports. The following are examples of minor violations. This list is not inclusive of all violations.*

- *Negatively approaching an official before, during, or after a game*
- *Failing to leave the field or facility immediately after ejection*
- *Physically obstructing a runner attempting to make a play*
- *Exhibiting unsportsmanlike conduct of any kind (including profanity)*

**Major Suspension** *is a long-term suspension that carries over to all sports offered by Greensboro Parks & Recreation/Athletics for a specific period of time. The minimum suspension for a major violation is one year. This list is not inclusive of all violations.*

- *Signing with more than one team and/or illegally playing for a team*
- *Playing under an assumed name*
- *Attempting to inflict bodily harm with any piece of equipment and/or assaulting officials or Parks & Recreation employees*
- *Fighting*

**Any situation not specifically covered in these Rules and By-Laws shall be ruled on by the League Director, Athletic Director, and/or the Appeals Board. This ruling is final.**

*Two minor violations in a given sport may be considered a major violation and warrant a major suspension. The Parks & Recreation Athletics Staff will determine the severity of the violation and notify the offender(s) in writing as to why, length and period of suspension. The offender(s) will have forty-eight (48) hours to appeal the suspension. This appeal must be in written form and be addressed to the League Director. The appeal must be accompanied by a \$10.00 Appeal Fee, which is non-refundable. The appeal will be made to the Athletics Advisory Committee and the decision of the committee will be final.*

### **League Playoffs**

At the conclusion of regular season play a post-season tournament will be scheduled.

**Picture I.D.'s will be required for verification by officials or Parks & Recreation Staff.** Brackets will be determined by each team's won-lost record. Any team that forfeits four (4) or more games during league play will not be included in the play-offs.

### **Awards**

First Place and Runner-up trophies will be awarded to the top two teams in each league. If two teams have the same win-loss record, their records against one another will determine the champion. If their records are the same, they will be co-champs and both teams will receive a trophy.

A team trophy will be given to the winner and finalist of the playoffs. Each member of the winning playoff team will also receive an individual award.

### **Emergency Response Plan**

**Statement of Purpose** – Though we attempt to avoid accidents and emergencies by adequate planning and training, as well as maintaining safe facilities and equipment, these situations will inevitably still occur. For that reason, the entire leadership who is involved in all aspects of Athletics programming including professional staff, part-time employees, officials and volunteers must have a clear understanding and follow this emergency response plan.

### **Prevention**

- All participants must provide completed Medical History forms/cards attached to the roster no later than prior to the first game of each season.
- It is highly recommended that all participants have a pre participation physical examination with a follow-up examination prior to each season.
- All participants must provide signed consent indicating that they (or parents of underage) assume all risk for accidental injury.
- Coaches must have a stocked first aid kit at every practice and game. A first aid kit will be provided at all indoor game locations and at sites with concession areas.

- Coaches first aid kits must carry a copy of medical history cards for each player listing contact persons to be called in case of an emergency.
- If a player is injured during a game, only the Athletics Staff, officials and the coaches will be allowed on the playing field/area with the injured player. Persons who are available with any type of first aid training (first responder, athletic trainer, EMT, nurse or doctor) will be allowed to help the injured person. All other players must go to another area of the court or bench. Spectators will not be allowed on the bench area at anytime during the game.
- Anyone administering first aid, especially in dealing with blood and/or other bodily fluids must wear protective gloves and any other personal protective equipment that is available.
- Blank accident forms must be kept with each first aid kit. A form must be completed by field and gym supervisors, and coaches at the scene for every major emergency and/or accident.
- A telephone must ALWAYS be available at each game site. Coaches are responsible for emergency communications at practices. It is highly recommended that all concession stand operators keep a cell phone on site in order to make calls during emergency situations.

### **In Case of Emergency**

*For major emergencies, follow ALL steps.*

*For minor emergencies, follow the **BOLD** items ONLY.*

- **Assess the injury.**
- Activate the medical response plan / emergency action plan.
- Send a “phone runner” to call emergency medical personnel and to call or locate the injured person’s parents if under age.
- **Administer basic first aid.**
- Send another person to direct the arriving emergency medical personnel.
- Prepare the injured person to be transported. **DO NOT MOVE THE INJURED PERSON UNTIL EMERGENCY MEDICAL PERSONNEL ARRIVE OR IF THE SCENE BECOMES UNSAFE.**
- Designate someone to go to the hospital with the injured person if parents, spouse or relatives are not available.

- **Field and gym supervisors, coaches or staff on duty must interview witnesses and fill out an Accident Report. This report is due in the Athletics Director's office within 24 hours of the emergency or accident.**

**Emergency Phone Number (for Rescue, Fire or Police) - Dial 911**

*Note: The Athletics Section of the Greensboro Parks and Recreation Department has compiled, distributed, and mandated this information to all of the leadership involved in our athletics programming. Each person should be aware that failure to adhere to the information contained herein may leave them open to litigious situations. Signatures that show compliance to this plan have been collected on a separate sheet.*

Jean Jackson, Athletics Director

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[www.greensboro-nc.gov/departments/parks/programs/athletics](http://www.greensboro-nc.gov/departments/parks/programs/athletics)